INVOICING INSTRUCTIONS FOR GETTING PAID

CNOOC

The information listed in the next two sections is required or the invoice will be returned without payment.

PREPARING YOUR INVOICE:

Required Information (if applicable):

1. Your company name and remittance address
2. Company name & code being invoiced
3. GST number (if you are a registrant)
4. Invoice amount & currency (must match PO)
5. Invoice number (must be unique) & date
6. Contract & Purchase Order (PO) number (including line item numbers)
7. Reviewer Code and Technical Reviewer (person who ordered/requested the item):
8. Sales tax amounts (i.e. GST/HST) being charged must be shown as a separate item on the invoice
9. Reference all applicable work tickets/bills of lading
10. Refer to Holdback amount (if applicable)
11. Refer to Discount terms (if applicable)
12. Clearly label INVOICE or CREDIT (reference the original invoice number)
13. Non-Canadian based vendors must indicate the portion of the invoice attributable to services physically performed in Canada.

Additional Information Required for Non-PO & Framework Order Invoices:

1. Cost centre, order, WBS element or network and activity code
2. Cost element (GL account)

SUPPORTING DOCUMENTATION (Back-Up):

1. Description of goods/services and the date provided
2. Attach supporting packing slips & service tickets
3. Name of CNOOC representative asking for goods or services
4. Quantity and unit price of goods or services provided (including third-party)

PAYMENT TERMS:

- Standard payment terms are 30 days and due date is calculated from receipt of acceptable invoice, **NOT** invoice date. Your terms may vary as per your agreement.
- The preferred payment method is direct deposit. Set this up with Vendor Admin (see below for contact info).

SUBMITTING YOUR INVOICE:

Preferred Method: E-Invoicing (Open Invoice Software)

Open Invoice decreases processing time and improves invoice visibility. For more information or to get setup, please contact us at e-invoice@intl.cnoocltd.com

Invoices sent to this address will not be processed.

Alternate Method: Email Invoices to Accounts Payable **(this method is being phased out and Open Invoice method above is preferred).** Invoices including backup can be emailed to APinvoices@intl.cnoocltd.com

- *Do not include anything in the body of the email*
- *Include the invoice number & vendor name in the email subject line*
- *The invoice and all backup must be in a single pdf*

If one of the above electronic methods absolutely will not work for you, contact Accounts Payable.

CONTACT INFORMATION:

Customer Service: Queries regarding past due invoices or other general queries can be made to acctspay@intl.cnoocltd.com.

Changes to Your Information: Contact Vendor Admin at Vendor@intl.cnoocltd.com immediately if your information changes (i.e. address, banking).

Coding/PO Inquiries: These questions should be directed to your company representative.